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Executive Secretary, CIA Career Service Board

15 January 1954

Chairman, GSO Career Service Board

**Summary of Career Service Activities of General Services Office  
for Six-Month Period From 16 June to 15 December 1953**

This Office has compiled a resume of GSO career service activities during the last half of calendar year 1953. This information is given below for your information.

	<u>Number</u>
1. Promotions processed within General Services Office. . . .	85
2. Employees released for transfers into other fields of work in other CIA offices. . . . .	18
3. CIA employees transferred to GSO from other CIA components	1
4. GSO employees nominated and accepted for rotation to overseas support positions . . . . .	1
5. Agency employees of other CIA Offices considered by GSO as result of their having been recommended for GS Career Designations . . . . .	44
6. Agency employees of other CIA Offices accepted by the GSO Career Service Board for assignment of GS Career Designations . . . . .	12
7. Employees receiving merit awards as result of their sub- mitting suggestions under the Agency Incentive Awards Program. . . . .	1
8. Employees requesting Agency approval for non-official school courses secured on their own time and at their own expense. . . . .	13
9. Employees attending Quarterly Agency Orientation Courses .	34
10. Agency employees taken on training and orientation tours of the [REDACTED] Virginia . . . . .	82
11. Employees entering training at CIA expense or on CIA time:	

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Name of School

a. IBM School, Washington, D. C. . . . .	42
b. American University - Ninth Annual Institute in the Preservation and Administration of Archives. . . . .	2
c. Columbia Technical Institute, Columbia School of Drafting . . . . .	2
d. General Aniline & Film Corporation, Binghamton, New York (Advanced course in Color Photography). . .	1
e. CIA Office of Training:	
(1) SIC(SUP) . . . . .	4
(2) Reading Improvement . . . . .	1
(3) Shorthand and Typing . . . . .	9

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12. Other major activities during this period were:

- a. A special training course for Area Records Officers was developed and conducted by the General Services Office, in cooperation with the CIA Emergency Planning Officer, on the "Operation of the Vital Materials Repository." This course consisted of two sessions held at the Repository in October, the first attended by ten (10) Area Records Officers and the second by thirteen (13).
- b. A meeting attended by twenty-two (22) Area Records Officers and thirteen (13) members of GSO was held in October, at which time representatives of the Incentive Awards Committee explained the program and the manner in which Area Records Officers would be able to qualify for an award.

13. The following items are presently pending:

- a. Questions regarding Agency policy on certain Career Service matters formulated by the GSO Board and submitted to the Acting DD/A for clarification on 4 December 1953.
- b. Questions pertaining to overseas support required from GSO, as raised in memorandum to the Acting DD/A dated 18 November 1953, and memorandum to the DD/P prepared and forwarded on 4 December 1953 for signature by the Acting DD/A. In the latter we requested a list of T/O positions regarded by the DD/P as support positions to be filled by persons nominated by the GSO Career Service Board.



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Career Serv. file ✓

Members of the GSO Career Service Board :



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